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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Chief, Administrative Services Office

DATE: 7 February 1951

FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Activities - January 1951

The following report of activities of the Transportation Division during the month of January is submitted pursuant to your request.

## 1. Truck Operations:

The following truck operations were performed during the month:

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## 2. Que Building Motor Pool Operations:

911 total trips made  
 41.4 average number of trips per day  
 12,810 total miles operated  
 582.2 average miles per day  
 6.8 average number of cars in pool per day  
 14.0 average miles per trip  
 60.3 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
November	12,929	951	615.6
December	10,117	613	505.8
January	12,810	911	582.2

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 15,791 passengers, an average of 717.7 per day.

3. Following is a report of the activities of the   Garage:

- (1) During the month eleven (11) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

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Repair Jobs	- 42
*Labor	- \$1240.25
Parts	- \$ 402.52
Repair Jobs Performed outside	- 8
Labor	- \$170.00
Parts	- \$ 16.60
Maintenance Work	- 74
*Labor	- \$471.00
Parts	- \$ 15.48

\*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)

Cars washed	229
Cars lubricated	87
Other service jobs	84

The total value of labor performed by the mechanics in the garage during the month was \$1711.25, compared with their salaries of \$1021.00, indicating a saving of \$690.25. The value of labor performed by the Mechanic's Helpers was \$822.95, compared with salaries of \$816.64, indicating a saving of \$6.31, an overall saving of \$696.56 for the month.

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4. Fifty-one (51) passenger cars operated 51,090 miles; thirty-three (33) trucks operated 28,537 miles, while five (5) buses operated 12,891 miles, a grand total of 92,518 miles.

5. Volume of work and flow of personnel through the [ ] of the Transportation Division was as follows:

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Rail Reservations  
Airline Reservations  
Steamship Reservations  
Hotel Reservations  
Fare Quotations  
Persons Processed Over  
seas  
Domestic Travelers  
Transportation Reques

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